

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**



**NOTICE OF VACANCY**

**POSITION TITLE:** Summer Student Interns

**POSITION TYPE:** Full-Time Temporary (FTT), Excepted Service

**ANNOUNCEMENT #:** #18-05

**LOCATION:** Boston

**CLASSIFICATION LEVEL:** CL 21/1 (\$ 11.30 per hour)\*  
\* Starting salary depending on experience

**OPENS:** May 22, 2018

**CLOSES:** Open Until Filled  
(Initial cutoff date June 4, 2018)

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The Clerk's Office for the U.S. District Court for the District of Massachusetts is currently accepting applications for (2) full-time summer student intern positions. The term of the appointments are expected to commence as soon as possible and go into late August/early September. Extension of the appointments, either on a full or part time basis, is possible.

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**Position Overview**

The incumbent may be asked to perform a variety of duties throughout the Clerk's Office. These may include: assisting with a variety of administrative duties within the customer service area, including filing, scanning, copying, data entry and mail sorting/delivery; providing support to the jury staff with large mailings and with juror processing; and assisting with special projects in other areas of the office, as needed.

## **Qualifications**

Applicants for this position must be able to deal effectively with the Judges of the District Court, managers, coworkers and the public. The individual selected must understand and abide by the rules, policies and regulations of the Court. He or she must possess the ability to function to some extent as a replacement worker for other workers in leave status. General computer and word processing skills, including a working proficiency in Microsoft Office products, are required. A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional approach and attire are required at all times.

## **Education**

To qualify, a person must be a high school graduate or equivalent, some college preferred.

## **FBI Background Investigation**

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

## **Hours**

Monday to Friday, 8:30 AM to 5:00 PM in Boston and Worcester, 8:00 AM – 4:30 PM in Springfield. Some flexibility in start and end times, as approved by the Clerk of Court and operations management staff, may be available.

## **How To Apply**

Submit **as a single pdf** a cover letter with resume and completed AO-78, Application for Federal Judicial Branch employment (dated 10/09) to:

**United States District Court  
Attn: Human Resources  
Summer Student Interns - #18-05  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 2300  
Boston, MA 02210**

Applications also accepted by e-mail: [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)

Note: If you apply by e-mail, please make certain the code **HR Mail Vacancy #18-05, Summer Student Interns**, appears in the subject line of your e-mail correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov).

Application forms (AO-78) are available on our website in fillable format at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

### **Information for Applicants**

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government, and therefore is not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

**Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview.**

**NO FAXES PLEASE**

**EQUAL OPPORTUNITY EMPLOYER**